



SKILLS TRAINING CENTRE

Microsoft Excel Essentials

Getting you ready for the workforce!

Take your Microsoft Excel knowledge to a **new level** with our **in-depth two-day course** on spreadsheet essentials.

Course Information

# Days of training	2 days
Course times	9:30 am – 3:30 pm
Fee	\$300*
Upcoming course dates	See our Course Schedule at dcrs.ca/STC
Location	DIVERSEcity City Centre Campus #214 – 10070 King George Blvd., Surrey, BC

*Subsidies may be available through WorkBC.

Course Outcomes

- Learn how to use VLOOKUP in Excel.
- Create pivot tables and charts.
- Learn conditional formats with built-in rules.
- Use advanced functions (IF & AND formulas).
- Learn how to resolve formula errors.
- Trace precedents and dependents.
- Create, use, edit and manage macros.
- Protect worksheets and workbooks.



Our Course Schedule and overviews of all our courses are available at dcrs.ca/STC.

REGISTER

- 📞 604-547-2010
- ✉️ skillstraining@dcrs.ca
- 📍 dcrs.ca/STC

When registering by email, please include your full name, email address and phone number.